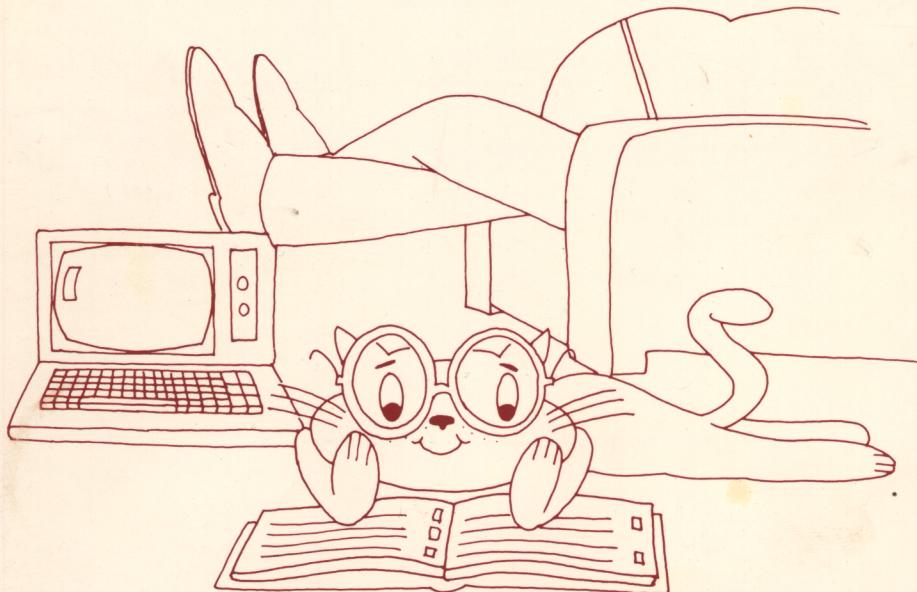


HOMEWORDTM

The Personal Word Processor

REFERENCE CARD

A handy reminder of frequently used commands.

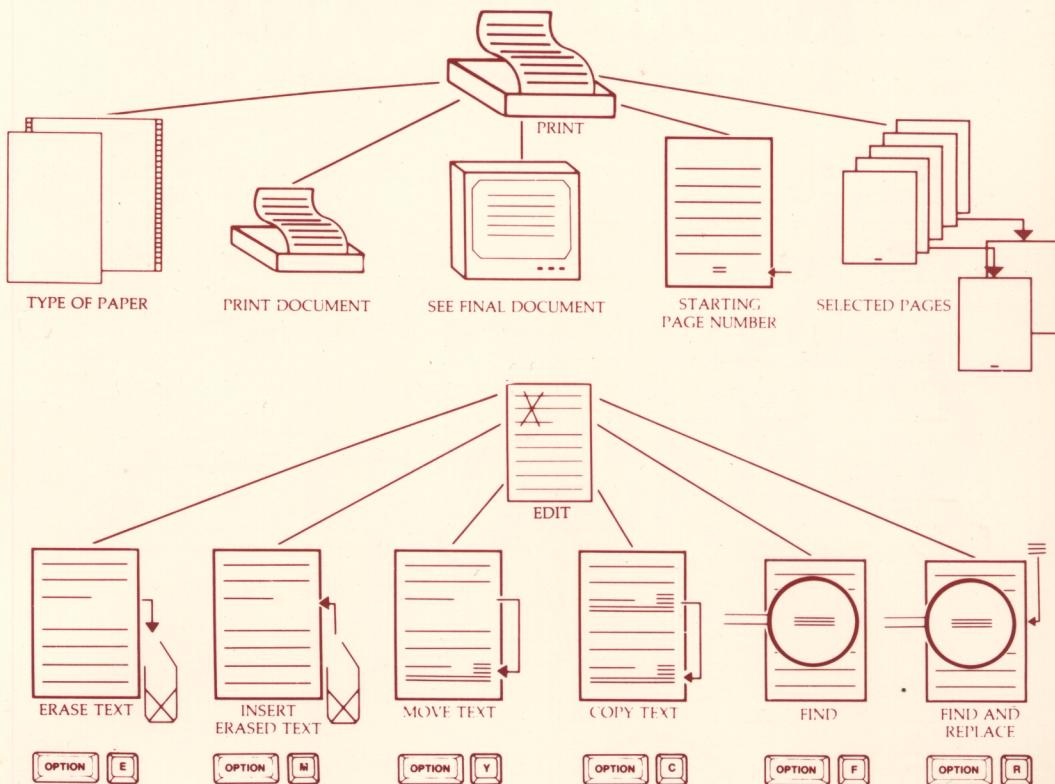


Sierra
ON-LINETM

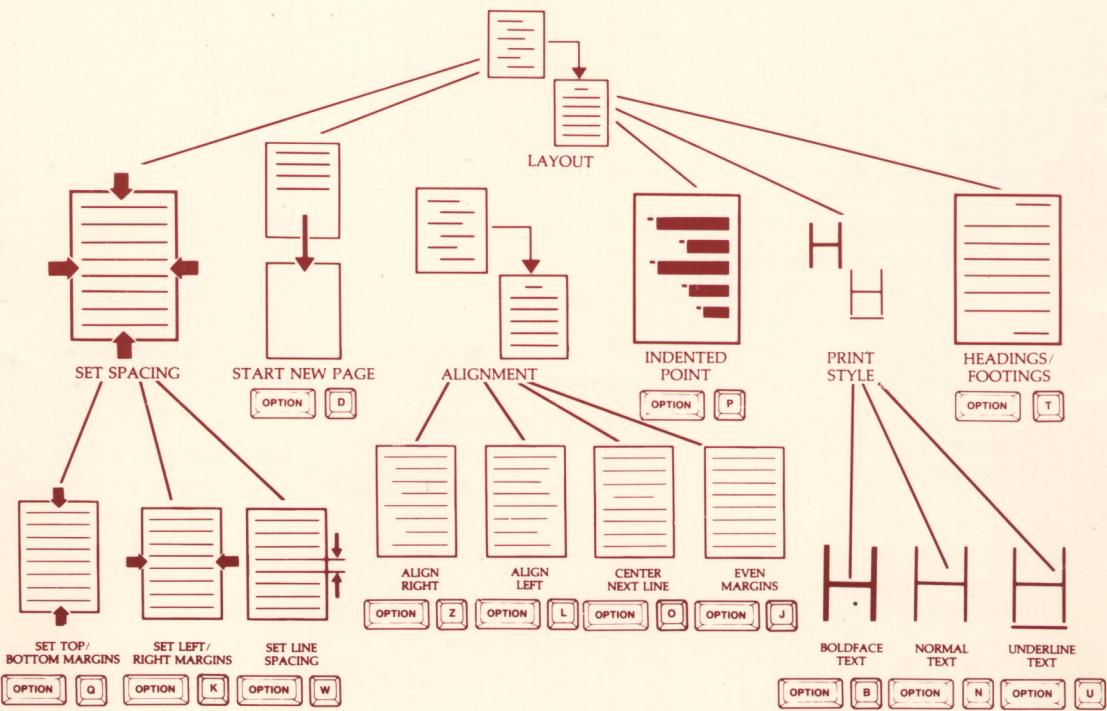
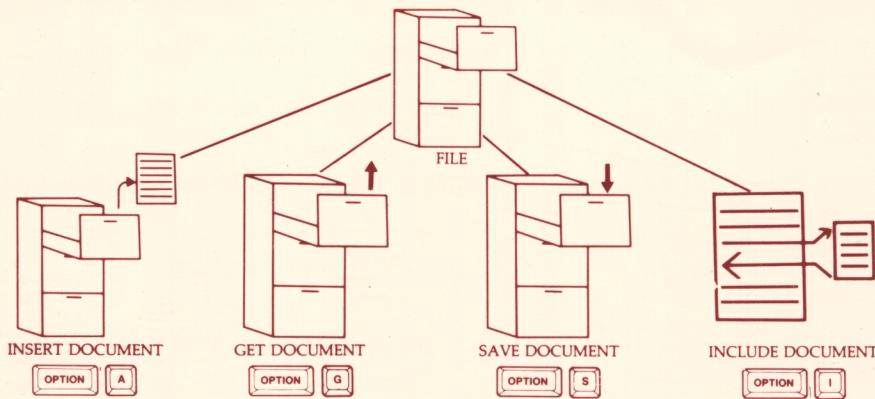
ICONS

The icons represent various capabilities of HomeWord. They are grouped together in "families" which indicate their general functions (Print, Edit, File, Layout, Customize and Disk Utilities). Use the icon "family trees" to locate each icon.

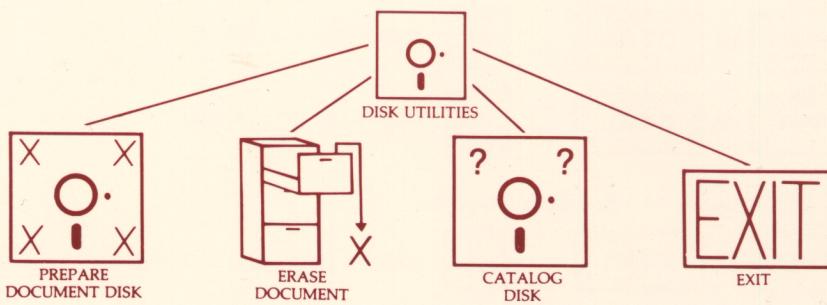
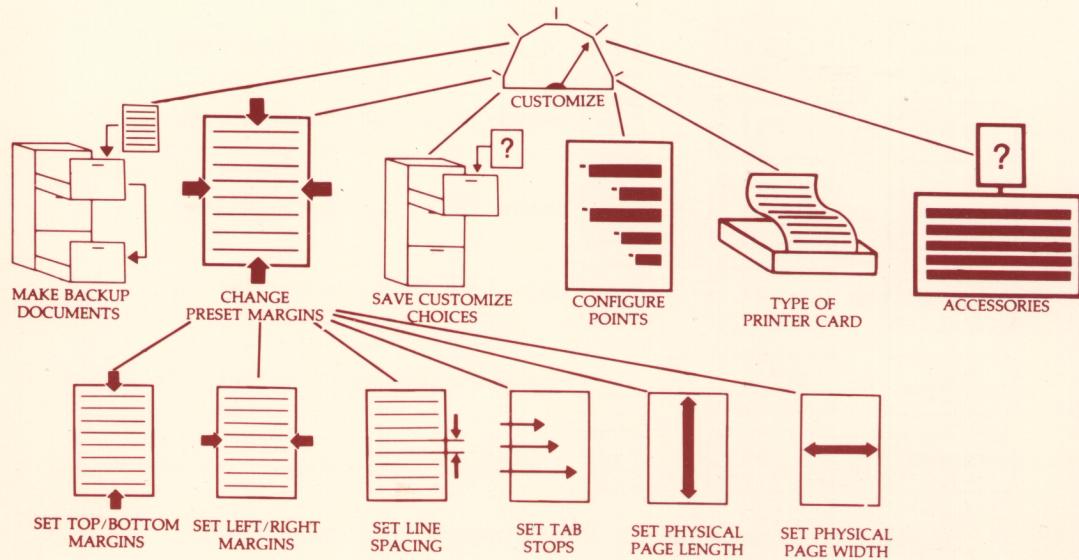
When you get comfortable with the HomeWord program, you might want to speed things up a bit. You don't always have to use the icons -- you can duplicate the most commonly used icon functions (in the Edit, File and Layout families) by simply pressing the OPTION key and the designated letter on the keyboard.



ICONS



ICONS



KEY MOVES

When you're typing, you can move the cursor in many ways. Some of them you already know:

 or   moves the cursor one space forward

 or   moves the cursor one space back

 or   moves the cursor down one line

 or   moves the cursor up one line

 or  erases the character just behind the cursor

 or   deletes the character under the cursor

If you want to move quickly through your text to make changes:

 or   jumps forward a word

 or   jumps back a word

 or   erases the next word

If you want to read over your text:

 or   moves back one screen page

 or   moves forward one screen page

KEY MOVES

If you want to quickly erase a whole line as it reads on the screen:

 or   erases the whole line the cursor is on

If you want to find something quickly in the file and it's near the beginning or end of the file:

 or   moves to the top of the file

 or   moves to the bottom of the file

If you want to get back or forward through your text as it will be printed out on the page:

 or   moves forward one printed page

 or   moves back one printed page

If you want to move to your next tab setting, for paragraph indentation and such:

 tab key

If you want to change what you've written without erasing -- if you want to type right over an already existing line:

 or   change mode
(To get back to "normal" typing, press CONTROL C or CTRL C again and you're back)

If you want to print special characters:

 or   displays ASCII value of a character

 or   displays special ASCII characters